



OUTDOOR BANNER HANGING PERMIT APPLICATION

1. Applications for Banner Permits are accepted at the City of Mountain View Community Services Department, Recreation Division, Senior Center, 266 Escuela Avenue, between the hours of 8:30 a.m. and 5:00 p.m., Monday through Friday, or by mail, (650) 903-6446.
2. Only banners which publicize cultural, recreational, social or other special events of interest to the local community are allowed. For the Castro Street location, the event must occur downtown.
3. Banners advertising events not taking place in Mountain View are only permitted to hang in one City location.
4. Banners must comply with banner specifications which will be provided with this application.
5. Banner application and hanging fee:
 - Groups possessing 501c.3 status and whose event is held in Mountain View—\$91.75
 - Mountain View/Whisman School District- or Mountain View/Los Altos Union High School District-sponsored events—\$91.75
 - All others—\$334.50

Note: Fees are per hanging location.

6. Banner applications must be submitted with a sketch reflecting all information to be placed on banner.
7. All banners are installed and removed by City personnel.
8. There are no refunds on banner application and hanging fees.
9. Applications to display banners may be filed up to twelve (12) months but no later than thirty (30) days prior to the scheduled event.
10. A Certificate of Insurance with an endorsement naming the City, its officers, officials, employees and volunteers, as additional insured in the amount of One Million Dollars (\$1,000,000).
11. Denial or revocation of a permit by the Community Services Department may be appealed by filing a written request with the Community Services Director within five (5) days of the date of the notice of denial or revocation.
12. The City of Mountain View assumes **no** responsibility for damage to banners while they are on display.
13. Applicants must deliver the banner to the **Municipal Operations Center, Administration Building Office, 231 North Whisman Road**, ten (10) working days prior to the installation date. Banners not retrieved from the Parks Division by the applicant or sponsoring agency within fourteen (14) days of removal will be discarded or recycled by the City.

DATE: _____

NAME OF PERSON: _____

NAME OF ORGANIZATION: _____

PHONE NO.: (HOME) _____ (WORK) _____

FAX NO.: _____ E-MAIL ADDRESS: _____

ADDRESS: _____

EVENT ADVERTISED: _____

PURPOSE OF EVENT: _____

DATE(S) OF EVENT: _____

REQUESTED DATES FOR BANNER HANGING: _____

LOCATION: ☐ CASTRO STREET ☐ EL CAMINO REAL/BAY STREET ☐ EL CAMINO REAL/RENGSTORFF AVENUE

Office Use Only:

APP. FEE: _____

SKETCH: _____

INS.: _____

BANNER HANGING FEE: _____

CALTRANS APP.: _____

CITY APPROVAL: _____

PLEASE ATTACH SKETCH OF BANNER, INCLUDING DIMENSIONS AND MATERIALS USED.